

ULC14103A	LEGAL ENGLISH	L	T	P	L/T/P Total	C
	<b>Total Contact Hours – 75 Hours</b>		<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>
<b>INSTRUCTIONAL OBJECTIVES</b>						
To enhance students proficiency in English language.						
To enable the students to think in English and communicate in English						
To equip students with the awareness and strategies needed to enable legal proceedings in English language						
To engage in ongoing professional development						

**UNIT I – INTRODUCTION (12 Hours)**

**ENGLISH LANGUAGE AND LEGAL STUDIES** - The Concept and difference between Standard and Plain English – Regional Influences/ Indian English – The Idea of Legal English - particularly in terms of its Style and Content - Stylistics – Legal Language and Communication- Latin and Legal Studies - Effective communication while employing the traditional words and phrases in Legal Documents

**UNIT - II LEARNING ENGLISH (12 hours)**

**SECOND LANGUAGE ACQUISITION AND USE OF ENGLISH** - Four Skills of Language Acquisition – LSRW – Stages of acquisition – Laws of Language learning – Influences and the Place for Mother Tongue in Second Language Learning - Words often Confused - Idioms and Phrases

**UNIT - III PROSE SECTION (12 hours)**

1. Gettysburg Address – Abraham Lincoln – 2. Advice to young man interested in going to law – Felix Frank Further – 3. Methods of Study – Glanville Williams – 4. In the Court – Anton Chekov – 5. Court Scene from Shakespeare’s Merchant of Venice

**UNIT – IV PROSE LITERATURE (12 hours)**

1. Of Truth – Francis Bacon – 2. The Hypothesis of Failure – O. Henry. -3 Arignar Anna’s Maiden Speech in Rajya Sabha – 1962.- 4. Cross- Examination of Pigott before the Parnell Commission – Sir Charles Russell – 5. On the Entirely Reasonable Murder of a Police Constable – George Bernard Shaw

**UNIT – V LEGAL TERMS AND MAXIMS (12 hours)**

a) Legal Terms – b) Legal Maxims

**REFERENCE BOOKS:**

Law and Language – Bhat Nagar.

Learning the Law – Glanville Williams

Essays of Francis Bacon

Merchant of Venice – William Shakespeare

English Skills for Lawyers - Challa Krishnaveer Abhishek.

ULC14106A	<b>FINANCIAL ACCOUNTING – I</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>L/T/P Total</b>	<b>C</b>
	<b>Total Contact Hours - 75 Hours</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>4</b>
<b>INSTRUCTIONAL OBJECTIVES</b>						
1.	To provide knowledge on the fundamentals of financial accounting.					
2.	To expose the student to various financial transaction and its current application.					

**(Theory 20% & Problem 80%)**

**UNIT I** **12 Hours**  
Meaning and scope of accounting, basic accounting concepts and conventions - objectives of accounting - accounting transactions - double entry book keeping.

**UNIT II** **12 Hours**  
Journal, ledger, and nature of accounts, Trial Balance nature and features

**UNIT III** **12 Hours**  
Subsidiary books, Debit Note, Credit Note, Invoice, Trade Discount, Cash Discount Cash book all types and Petty Cash Book

**UNIT IV** **12 Hours**  
Bank Reconciliation Statement

**UNIT V** **12 Hours**  
Classification of errors - rectification of errors - preparation of suspense account

**REFERENCE BOOKS:**

1. Reddy T.S. & A. Murthy- Financial Accounting- Margham Publication- Chennai. Reprint
2. Jain & Narang- Financial Accounting, Kalyani Publications, New Delhi.
3. Gupta R.L. & Gupta V.K. - Advanced Accounting- Sultan Chand Publication - New Delhi.
4. Jawahar Lal, Seema, Financial accounting, S.Chand & Company Publication, New Delhi.
5. Shulka & Grewal- Advanced Accounting- S Chand Publication – New Delhi.

ULA14203A	LEGAL PROFESSIONAL AND COMMUNICATION SKILLS	L	T	P	L/T/P Total	C
	Total Contact Hours – 75 Hours		4	1	0	5
<b>INSTRUCTIONAL OBJECTIVES</b>						
The course is designed to imbue students with importance of Ethics in Legal profession and also focuses on Court craft as part of Legal profession						
It helps students to enhance their competency in communication skills related to analysis, interpretation and criticism of messages						
The course introduces multiple theoretical perspectives and diverse intellectual traditions in Communication						
It helps students to demonstrate competency in effective communication with diverse others and an understanding of the impact of culture on communication						

### **UNIT I – PROSE SECTION**

**(12hours)**

Moots and Mock Trials - Glanville Williams.- The Five Functions of the Lawyer – Arthur T. Vanderbilt.- Due Process of Law-Part 1 – Lord Denning - The Language of the Law – Urban A. Lavery - The Judgement- Franz Kafka

### **UNIT - II LOGIC**

**(12 hours)**

The scope of Logic- Definition of Logic- Logic and Psychology and Ethics – The Principles of thinking and syllogism- Proposition and its parts- classification of propositions- Distribution of terms- The opposition of propositions -Syllogism- Kinds of rules of syllogisms -Fallacies – deductive fallacies- formal and material fallacies- inductive fallacies.

### **UNIT - III GRAMMAR AND STYLISTICS**

**(12 hours)**

Effective Communication- Introduction to Four types of discourse – Exposition – Description – Narration - Argument/ Persuasion - Spotting/ Finding the grammatical errors in the passage- Legal terms and Legal maxims.

### **UNIT– V LEARNING LEGAL DISCIPLINE THROUGH VISUAL TEXTS (12 hours)**

Pink (Hindi) -2016 2.The Court (Marathi) – 2014 3.Visaranai (Tamil) – 2015 4.12 Angry Men (English) – 1957 5.Roshomon – (Japanese) – Akira Kurosawa – 1950

### **UNIT – V INTRODUCTION TO THEORIES OF TRANSLATION**

**(12 hours)**

The concept of translation – Types of translation – Reader response theory -Intralingual - Interlingual and Intersemiotic Translation -Various Theories of Translation- The Concept of Meta-Language -Meaning making process – Concept of Fidelity and Rewriting- Translating texts – Practice.

### **REFERENCE BOOKS:**

- 1) On the Linguistic Aspects of Translation – Roman Jakobson
- 2) Learning the Law – Glanville Williams
- 3) Due Process of Law – Lord Dennings
- 4) Introduction to Translation Studies – Jeremy Munday
- 5) Law and Language – R.P.Bhatnagar

<b>ULC14206A</b>	<b>FINANCIAL ACCOUNTING – II</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>L/T/P Total</b>	<b>C</b>
	<b>Total Contact Hours - 75 Hours</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>4</b>
<b>INSTRUCTIONAL OBJECTIVES</b>						
1.	To understand the preparation of accounting					
2.	To understand the treatment of partnership accounting					

**(Theory 20% & Problem 80%)**

### **UNIT I**

**12 Hours**

Trial Balance, Preparation of Trading and Profit and Loss Account and Balance Sheet with adjustment.

### **UNIT II**

**12 Hours**

Single entry system - meaning, features, defects, differences between single entry and double entry system - statement of affairs method – conversion method (only simple problems).

### **UNIT III**

**12 Hours**

Insurance claims - average clauses (loss of stock only).

### **UNIT IV**

**12 Hours**

Depreciation - meaning, causes, types - straight line method - written down value method (change in method excluded).

### **UNIT V**

**12 Hours**

Partnership - definition-Capital Accounts of Partners - Profit sharing ratios - treatment of Goodwill-Admission of a partner.

### **REFERENCE BOOKS:**

1. T.S. Reddy & A. Murthy- Financial Accounting- Margham Publication- Chennai.
2. Jain & Narang- Financial Accounting, Kalyani Publications, New Delhi.
3. R.L. Gupta & V.K. Gupta- Advanced Accounting- Sultan Chand Publication - New Delhi.
4. JawaharLal, Seema, Financial accounting, S. Chand & Company Publication, New Delhi.
5. Shulka&Grewal- Advanced Accounting- S Chand Publication – New Delhi.

ULC14406A	<b>COMPUTERISED ACCOUNTING</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
	<b>Total Contact Hours - 75 Hours</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>INSTRUCTIONAL OBJECTIVES</b>					
<b>1.</b>	<b>To provide knowledge on the Basic and Accounting thro ERP</b>				
<b>2.</b>	<b>To expose the student to the current Technological environment.</b>				

**(Theory 50% & Practical 50%)**

**UNIT I (12 Hours)**

Introduction to Computerized accounting - Introduction – features, Pros and Cons, Manual and computerized accounting, various components of computerized accounting.

**UNIT II (12 Hours)**

Introduction to Tally, Features of Tally (F11), Configuration (F 12), Company Creation.

**UNIT III (12 Hours)**

Accounting Master & Transaction – Accounting Masters – Groups, Ledgers, Cost center & Cost Category, vouchers. Accounting Voucher – Contra, Payment, Receipt, Journal, Sales, Purchase, Credit note, Debit Note and Memo Voucher.

**UNIT IV (12 Hours)**

Reports – Accounting Report – Trial Balance – Profit & Loss account – Balance Sheet & Stock Statement – Account Books – Cash & Bank Books – Ledger summaries – Bills Receivable & Payable Statements – Budgets – Reconciliation.

**UNIT V (12 Hours)**

Tax application in Tally – Introduction to VAT – VAT activation and classification – VAT computation – composite VAT – input VAT on capital goods – CST introduction – central Excise Tax – interstate transfer – service tax.

**Note:**

The practical examination will be conducted by an internal examiner and an external examiner jointly.

The theory paper will be scaled to 50 marks. The practical paper will be scaled to 50 marks. The candidate has to secure 50% in each of the practical and theory papers to secure a pass.

Failure to secure the minimum either in the theory or the practical will entail the reappearance only in that paper. Twenty marks out of hundred for the practical paper is reserved for the record.

**REFERENCE BOOKS**

1. K.K. Nidhani , Implementing Tally
2. Namrata Agarwal, “ Financial Accounting using Tally”, Dream tech Publishers, New Delhi, 2003.
3. Learning Tally.ERP9-Volumre 1-3

ULC14504A	PUBLIC INTERNATIONAL LAW	L	T	P	L/T/P Total	C
	Total Contact Hours - (75 Hours)		4	-	1	5
<b>INSTRUCTIONAL OBJECTIVES</b>						
1.	The objective of this paper is to acquaint the students with the basics of Public International Law and practice.					

#### **UNIT I**

**12 Hours**

International Law – Definition, Basis and Nature – Codification – International Law Commission – Sources of International Law – Relationship between International Law & Municipal Law – Theories and State Practice.

#### **UNIT II**

**12 Hours**

State and Individual as a subject – Rights and Duties / Responsibilities – State Recognition – Theories – Kinds and legal effects – Nationality – Acquisition and loss related issues – Extradition Asylum - Territorial Sovereignty – Modes of acquisition and loss of territory – State Jurisdiction – State Succession and liability.

#### **UNIT III**

**12 Hours**

International Humanitarian Law – Difference between International Humanitarian Law and Human Rights - Geneva Conventions and Protocols - Refugee Law - Diplomatic Law – Agents Consulars – Immunities and privileges

#### **UNIT IV**

**12 Hours**

Concept - Definition of International Treaties – Formation of Treaties and its stages – Reservation, observance of Treaties, Interpretation of Treaties – Suspension and Termination of Treaties.

#### **UNIT – V**

**12 Hours**

Origin, Nature & Scope of International Organisations – League of Nations, United Nations and its organs – International Tribunals.

#### **REFERENCE BOOKS:**

1. Starke – International Law, LexisNexis UK; 1994
2. S.K. Kapoor – International Law, Jain book agency, 2012
3. Malcom N. Shah – An introduction to International Law, Cambridge university press, 2003
4. D.J. Haris – Case Materials in International Law, Sweet & Maxwell; 2010

<b>ULC14606</b>	<b>HUMAN RESOURCE MANAGEMENT</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>L/T/P Total</b>	<b>C</b>
	<b>Total Contact Hours - 75</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>4</b>
<b>INSTRUCTIONAL OBJECTIVES</b>						
The objective of this subject is to enable the student to understand the basic concepts of Managing the Human Resources. The paper provides the information about the Organizations and their working in the aspect of HR planning, Recruitment, Training, Career development and Appraisal of the employees and how it is related to law.						

**UNIT-I INTRODUCTION TO HRM (12Hours)**

HRM-Meaning, Objectives, Scope and Functions- Evolution and Environment of HRM - Qualities of HR Manager - HRM and Personnel management - The future role of HRM – eHRM.

**UNIT-II HUMAN RESOURCE PLANNING (12Hours)**

HR Planning-Meaning, Characteristics and Significance of HRP – Factors affecting HRP, Process of HRP - Benefits and Barriers of HRP.

**UNIT-III HUMAN RESOURCE PROCUREMENT (12Hours)**

Recruitment, Nature, Purpose and Importance - Recruitment process – Sources of Recruitment – eRecruitment - Selection- Selection process – eSelection – Orientation, Purpose, Types, Process, Strategies and Problems.

**UNIT-IV TRAINING, DEVELOPMENT AND CAREER MANAGEMENT (12Hours)**

Training - Meaning, Inputs, Benefits and Methods of Training – Development - Meaning and Management Development Programmes – Career Planning - Features, Objectives Merits, Problems and Measures.

**UNIT- V PERFORMANCE APPRAISAL (12Hours)**

Meaning- Methods of Performance Appraisal- Legal issues associated with Performance Appraisal - ePerformance - Job Evaluation- Methods of Job Evaluation.

**REFERENCE BOOKS:**

Human Resource Management(Text & Cases)- K.S.Aswathappa- Tata Mc Graw Hill,New Delhi.

Human Resource Management – PravinDurai – Dorling Kindersley India Pvt Ltd, NewDelhi.

Human Resource Management- L.M.Prasad – Sultand Chand & Sons, New Delhi 2013.

Human Resource Management ( Text & Cases) – C.B.Gupta- Sultan Chand & Sons- NewDelhi.

Hand book of Human Resource Management- C.B.Mamoria – Himalaya Publishing House- Mumbai.

ULA14705	PROFESSIONAL ETHICS AND ACCOUNTING SYSTEM	L	T	P	L/T/P Total	C
	Total Contact Hours - 75		1	1	3	5
<b>INSTRUCTIONAL OBJECTIVES</b>						
The lawyers are considered to be social engineers. The Advocates shall maintain idea of standards while dealing with the rights and liabilities of the litigants. The course is designed to imbue students with these high values forming the basis of the profession so that they can live up to those standards in their professional life. To expose the students to the current Accounting Technological environment.						

**UNIT I (10 Hours)**

Law and Legal profession – Development of Legal profession in India- The equipment of the lawyer- Conduct in court-professional conduct in general- Privileges of a lawyer- Salient features of the Advocates Act, 1961 -Right to practice – a right or privilege? Constitutional guarantee under article 19(1) (g) and its scope.

**UNIT II (10 Hours)**

Regulation governing enrolment and practice of Law –Advocacy and Elements of Advocacy

**UNIT III (10 Hours)**

Seven lamps of advocacy-Advocates duties Duty to the court; Duty to the profession; Duty to the opponent; Duty to the self; Duty to the public and the state; Duties towards other advocates and Legal Aid- Bar Council Code of Ethics

**UNIT IV (10 Hours)**

Disciplinary proceedings-Professional misconduct – disqualifications-Disciplinary committee-Disqualifications and removal from rolls-Functions of Bar Council of India / State Bar Councils in dealing with the Disciplinary proceedings

**UNIT V - BAR – BENCH RELATIONS (5 Hours)**

**UNIT VI - ACCOUNTANCY OF LAWERS (10 Hours)**

Computerized Accounting – Introduction – features and components - Introduction to Tally and its features.

**UNIT VII (5 Hours)**

Contempt of Court Act, 1972

**REFERENCE BOOKS**

1. Mr.Krishnamurthy, Bar Council of India Rules Under Advocates Act, Universal Law Publishing Co (Pvt) Ltd, New Delhi, 2011
2. The Law of Contempt of Court, K.Balasankaran Nair, Atlantic Publishers and Distributors, New Delhi, 2004.
3. The Bar Council Code of Ethics, Universal Law Publishing Co (Pvt) Ltd, New Delhi, 2011
4. Professional Ethics, Rose Crane, Oxford University Press,2010.
5. R. Narayanaswamy, Accounting for Management, Prentice Hall of India, New Delhi, 2014